

Minutes of the
Idaho Real Estate Appraiser Board
September 20, 1999

The Idaho Real Estate Appraiser Board meeting was called to order at 9:05 a.m., Monday, September 20, 1999 at the Shilo Inn, 780 Lindsay Blvd., Idaho Falls, Idaho.

Roll Call: Paul Morgan, Chairman
Doyle Pugmire, Vice Chairman
Ruby Stroschein, Secretary
Gordean Briggs, Board Member

Bureau Staff: Budd Hetrick, Jr., Deputy Bureau Chief
John Kersey, Supervising Investigator
Carol Ehlinger, Bureau Investigator
Dee Ann Randall, Administrative Secretary

Absent, Excused: Ed Morse, Board Member

Minutes

Moved by Ruby Stroschein, seconded by Doyle Pugmire and carried that the minutes of the July 12, 1999 board meeting be approved.

Budd Hetrick, Jr.

Ms. Carmen Westberg, Bureau Chief had sent a letter to all board members informing them of her resignation as Bureau Chief effective September 18, 1999. The Board members expressed recognition for her years of service.

Mr. Hetrick reported that the current board fund balance is \$111,000, which is a good fund balance.

Mr. Hetrick informed the Board that paying for appraisal complaint reviews was not figured into FY2000 appropriation budget. Mr. Hetrick will check to see if there is a way to procure additional appropriation for this expenditure.

The contract between the Board and the Bureau will be completed by next week. Mr. Hetrick will forward a copy to all board members for their review and discussion at their November 15, 1999 board meeting.

Board Members Reviewing Complaints

The board discussed reviewing complaint files to assist in decreasing the number of pending complaints. It was their decision that once a month a board member would review complaints and recuse themselves from any further action on any complaints they review. Doyle Pugmire

will review complaints with John Kersey for the month of October and Gordean Briggs for the month of November. Board members will not review complaints from their own area.

Reciprocity Agreements

Roger Hales, Administrative Attorney, was unable to attend the meeting and requested that Dee Ann Randall present the reciprocity agreements between Idaho and Louisiana, Washington and Montana to the Board for their review/signature. Moved by Ruby Stroschein, seconded by Doyle Pugmire and carried that the Board accepts and signs the reciprocity agreements between Idaho and Louisiana, Washington and Montana for all three (3) classifications of licensure/certification.

Open Book State Law Questions

Moved by Doyle Pugmire, seconded by Ruby Stroschein and carried that Roger Hales, Administrative Attorney, review the open book state law questions, and, subject to his approval, begin sending the exam to applicants immediately. It was the decision of the Board that all applicants will take the open book test. After being graded, any questions missed will be returned to the applicant to answer. Any questions missed a second time will be returned with the correct answers to the applicant.

Complaint Report

John Kersey reported that to date twenty-seven (27) complaints have been received for 1999.

A total of thirty-seven (37) complaints were received during 1998. Thirty-one (31) remain under investigation, legal or Pro-Review.

Regarding 1997 thirty-two (32) complaints were received, fifteen (15) remain under investigation, legal or Pro Review.

Regarding 1996 a total of forty-four (44) complaints were received. Four (4) complaints are under legal review. Two (2) are under Pro Review.

Six (6) complaints have been under legal review since the last board meeting.

Moved by Ruby Stroschein, seconded by Gordean Briggs and carried that regarding complaint REA-P3-04-99-005, the Board authorizes Kirsten Wallace to present a Consent Agreement noting a violation of USPAP Standard 1 – 1c, and imposing a fine of \$100.00.

Moved by Doyle Pugmire, seconded by Ruby Stroschein and carried that regarding complaint REA-L1A-03-97-017, the Board authorizes Kirsten Wallace to present a Consent Agreement placing the appraiser on a one (1) year probation, issuance of a letter of reprimand and a fine of \$1,000.00.

Moved by Doyle Pugmire, seconded by Gordean Briggs and carried that complaint REA-P3C-04-98-022 be dismissed.

Moved by Ruby Stroschein, seconded by Doyle Pugmire and carried that regarding complaint REA-L3-04-99-019, the Board authorizes Kirsten Wallace to present a Consent Agreement noting a violation of practicing outside the limitations of their license, and placing the appraiser on a six (6) month probation, issuance of a warning letter and a fine of \$100.00.

Doyle Pugmire will review complaint file REA-P2B-01-98-014 at the Bureau office in October, 1999. The Board will then review at their November 15, 1999 board meeting.

New HUD Requirements

The new HUD requirement regarding home inspectors was discussed. It was the opinion of the Board that, as there is no requirement in the law or rules for licensure of a home inspection, an appraiser doing an appraisal for HUD, would need to meet the requirements.

Newsletter

The newsletter will be submitted at the November 15, 1999 board meeting and will be placed on the bureau website. This will include disciplinary actions taken since January 20, 1997. The newsletter will be updated after each board meeting on the website.

Lee & Grant Educational Courses

The Board agreed that if Lee & Grant have not submitted their courses for review by the next board meeting, it will be published on the website newsletter that their courses are not Idaho approved.

Policy Manual

The following updates were made to the board policy manual. Policy #B-99(3-15-99/5-17-99/9-20-99) add clarification that the applicant will be notified by the bureau of questions missed and asked to resubmit questions prior to being allowed to sit for the examination or license issued.

Policy #D-99(9-20) establish ad valorem filed experience. Ad Valorem applicants must be evaluated on an individual basis to determine if they meet existing education and experience criteria as is the same as "fee" applicants. The board has discretion to request supplemental information in support of ad valorem applicants. Ad valorem applicants must be able to demonstrate their ability to perform appraisals in compliance with USPAP. Ad valorem applicants must be able to demonstrate adequate field experience in completing all three approaches to value. Field experience is defined as actual, non-hypothetical, supervised appraisal experience. (Experience hours are normally accepted at 1-½ hours to 2 hours per mass appraisal completed.)

Policy #E-95(10-23-95/9-20-99) review of complaints. Add: A board member shall on a monthly basis assist the bureau review complaints for validity. This board member shall reclude

themselves from acting on the complaint at the regular board meetings (which includes anonymous complaints).

Policy #E-96(7-15-96/9-20-99) educational courses taken to fulfill the requirements set forth in a consent order cannot be used toward meeting the continuing education requirement.

Policy #E-99(9-20) The board shall periodically submit names of appraisers that are willing to be on a pro-review panel available to the bureau to assist in the investigative process of complaints. The bureau shall assign pro-reviewers to review complaint files. The board authorizes up to \$250 to be paid for pro-reviews if completed within 30 days.

O'Brien School Educational Courses

The two-year approval period for courses at the O'Brien School in Salt Lake City, Utah lapsed in July, 1999. The Board will extend the approval of those courses until the November 15, 1999 board meeting. If the courses have not been submitted for approval by this date, it will be published in the newsletter that their courses are not Idaho approved.

Meeting adjourned at 4:15 p.m.

Approved 11/15/99